

CITY OF BEVERLY

Job Posting (Vacancy)

Department: Library
Position: Library Director
Position Status: Non-union
Job Description: Provided

Interested applicants should submit resumes to the Human Resources office no later than
Monday, June 14, 2010.

City of Beverly MASSACHUSETTS

JOB DESCRIPTION

Title:	Library Director
Supervisor:	Mayor and Board of Library Trustees
Grade:	N/A
Civil Service:	No
Union:	No

Summary:

Plans, implements, and oversees a program of library services for the City of Beverly.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Include the following; other duties may be assigned.

- Implements all written policies duly enacted by a majority of the Board, including such new policies as are hereinafter enacted by the Board. The Director may from time to time recommend to the Board new policies or changes to be enacted, the final discretion to make such changes will reside in the majority of the board. The Board and the Director will cooperate in the implementation of all such policies.
- Be responsible for overseeing the physical condition of buildings; for effectuation of normal maintenance and repair, for advising Trustees of any emergency, or advising Trustees of capital repairs needed, and shall make reports annually in September of the physical condition of the Library and equipment.
- Be responsible for the creation, presentation and execution of the budget. Upon approval of the budget by the Board and the City, it is the Director's responsibility to administer the services and staff of the Library to meet the goals and objectives set forth in the budget.
- Act as technical advisor and be responsible for an annual report. Each report will contain information regarding: (1) finances, (2) circulation and (3) programs.
- Be responsible for the administration of all contracts.
- Be responsible for the appointment, promotion, transfer and dismissal of all non-civil service employees.
- Oversee the selection and ordering of all books and other Library materials, according to the policy of the Board.
- Be aware of community needs and with the approval of the Board, fulfill the following: (1) carry out plans for extending Library services, (2) be responsible for

the writing of grants and/or proposals, (3) create plans for the future and (4) maintain a program of public relations.

- Attend all Board meetings (unless excused by the Board) and ensure that the records of Board meetings are kept.
- Be informed of local, state and national laws regarding Library legislation and report such information to the Board of Trustees.
- Affiliate with state and national professional organizations and attend professional meetings and workshops when they are of particular benefit to the Library. The approval of the Board will be required for expenditures not provided for in the Budget, or in the funds set aside as trust funds income allocated to professional development, which funds may be used by the Director in his/her discretion pursuant to the existing guidelines relative to such funds.
- Make use of services and consultants such as the Northeast Massachusetts Regional Library System and Massachusetts Board of Library Commissioners.
- Carry out such other duties as may be assigned by the Board of Trustees as are appropriate to the position of Library Director.

QUALIFICATIONS:

- Master's Degree in Library or Information Science from a graduate school accredited by the American Library Association. Three to five years prior library supervisory experience.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to stand, walk, talk and hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms, climb or balance or stoop.

The employee must lift and/or move up to 10 pounds. Specific vision abilities required by this job include the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.